

## *Volunteer opportunity*

If you value McMinnville, recognize what makes it successful, and want to contribute to its ongoing success, this is an opportunity to join a team of volunteers who feel the same sense of dedication. Consider submitting an application for a vacant Planning Commission position. As a Planning Commissioner, you will represent the city you call home and help shape McMinnville's future growth and development.

Application forms are available from City Hall, 230 NE 2nd Street, the City Planning Department, 231 NE 5th Street, or can be downloaded from the City's web page at [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us).



## **About this information....**

The McMinnville Planning Department Informational Brochure series has been developed to provide general information on land use regulations commonly affecting activities undertaken by the public and administered by this office. The information contained in these brochures is not intended to be a complete statement of all applicable regulations, and individuals are encouraged to contact the office for complete rules and permitting requirements.



# **MCMINNVILLE PLANNING COMMISSION**



## **Get information 24 hours a day....**

....about zoning, sign code requirements, land use applications and fees, Planning Department staff contacts, parking requirements, landscape requirements, historic preservation, meetings and committees, information about any of the other City departments, and more via the Internet:

<http://www.ci.mcminnville.or.us>

## **PLANNING DEPARTMENT**

Community Development Center  
231 NE 5th Street  
McMinnville, OR 97128  
(503) 434-7311  
Fax: (503) 474-4955  
[www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us)

## ***What is the McMinnville Planning Commission?***

The Planning Commission is a nine-member City Council-appointed volunteer body, which takes action and makes recommendations to the City Council on a variety of current and long-range land use matters. Each Commissioner serves a four-year term of appointment.



## ***Good planning attributes***

To be successful, the Commission should be composed of decision-makers connected to the community who see their service as an opportunity to build on their connection through hands-on volunteerism. A good Planning Commissioner brings not only visionary qualities to the table but also the ability to listen and consider opposing points of view. While Commissioners ideally are original thinkers, they also need to understand that personal agendas are not necessarily what is best for the City. Good Commissioners must be logical, fair and objective throughout the hearing process. The key to becoming an effective Commissioner is the ability to see the big picture.

## ***Planning Commission tasks***

Since its formation in 1973, the Planning Commission has served as an advisory board to the City Council. It is charged with the responsibility to direct the growth of the city.

The Commission's primary job is to make land use decisions consistent with City Council policies and to base these decisions on reports and testimony, which is similar in practice to a legal process.

Hearings can be quasi-judicial or legislative in nature. Quasi-judicial hearings are associated with property or specific land use matters, generally involving those living close to a subject property. Legislative hearings involve amendments to the City's comprehensive plan, and generally affect a larger segment of the public — often the entire city.

Commission meetings are open to the public, and a large portion of meeting time is devoted to taking public testimony.

## ***Expectations for members***

Typically, Commission members volunteer a few hours each month on Commission-related activities, which include preparation and meeting time. There is no financial compensation.

Meetings are held in the evenings on the third Thursday of each month. The length of meetings is determined by the complexity of the issues and the amount of testimony.

In the week preceding the meeting, Commissioners receive a packet of staff reports and other information related to agenda items. The subject matter is as wide-ranging as the policies and ordinances that regulate development in McMinnville, and often can be controversial. Examples of issues that have been reviewed include a conditional use permit to allow a homeless shelter to operate in a residential neighborhood, a sign code ordinance, and an ordinance to regulate large format commercial development, often called big box stores.

Typically, the Commission reviews future growth proposals such as applications for zone changes and annexations, and then makes recommendations to the Council. However, many components comprise growth and development within the City. Streets, transportation, parks, utilities, and parking all will be considered as part of the decision-making process.



## ***Who can apply?***

Citizens from all walks of life may apply, and no specific qualifications are required; however, applicants should possess an ability to read and interpret site plans, professional studies, and related maps, in addition to interpreting the ordinances and zoning laws by which the City is governed. The City Code states that the Council shall “strive to appoint members who represent a cross-section of the citizens of McMinnville...who possess broad areas of interest.”

For positions in Wards 1-3, Commissioners must reside in the ward they represent. At-Large positions require that a person either be a City resident or reside within the McMinnville Urban Growth Boundary. A ward boundary map is posted on the City's website at [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us).

## ***Commentary***

For the City of McMinnville, success depends on work done by volunteers. The McMinnville Planning Commission, one such volunteer group, enjoys a high profile because of its involvement in land-use decisions.

If you are interested in planning for the City, please consider serving on this important committee. The Planning Commission and other committees, whose members freely give their time and services, are routinely consulted by the McMinnville Planning Department. The assistance and expertise of the Planning Commission contributes to a better city for all residents.